

**PORTSMOUTH WATER AND FIRE DISTRICT**

**1944 East Main Road, Portsmouth, Rhode Island**

**401-683-2090**

**ADMINISTRATIVE BOARD MEETING**

**AGENDA**

**Page 1 of 2**

**December 17, 2013**

**7:00 PM**

**1. OPENING BY CHAIRMAN AND ROLL CALL**

**2. GUESTS**

**A. Leeward Shore Condominium Association, Request for Leak Relief**

**B. Damian Woodlyn, 20 Oak Street; Meter Tampering**

**C. James Wilkinson, Braver – Presentation of FY-13 Audit Report**

**1) Administrative Subcommittee Recommendation**

**3. CORRESPONDENCE**

**A. Letter dated 12/09/13 from T-Mobile USA re: Merger with Metro PCS**

**4. MINUTES OF MEETINGS**

- A. Approve Administrative Board Meeting Minutes of November 19, 2013**
- B. Approve Administrative Executive Session Meeting Minutes of November 19, 2013**
- C. Extend the Period for Public Filing of Minutes Until the Next Meeting for Preparation and Review by the Board**

## **5. UNFINISHED BUSINESS**

- A. Tank Ladder Modifications – Approval of Proposal from Utility Services, Inc.**

## **6. NEW BUSINESS**

- A. Approve Payment of Bills Listed**
- B. Budget to Actual**
- C. Approve 2012 - RI Clean Water Finance Bond Capital Expense Payments for AMI Project**
- D. Assign Review of FY-13 Staff Annual Performance Reviews to Administrative Subcommittee (P Driscoll)**

## **7. REPORT FROM GENERAL MANAGER**

- A. Water Service Application Approvals**
- B. Demand Report**
- C. Operations Report**

**D. Disposal of Assets**

**E. Water Quality - Update**

**F. Newport Water Department WTPs Project – Update**

**G. Approve Contract with US Navy for Emergency Water Supply**

**Continued**

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**REPORT FROM GENERAL MANAGER - Continued**

**H. Water Resources Board**

**1) Approval Letter for Water Supply System Management Plan**

**2) Approval Letter for Demand Management Strategy**

**I. Request Authorization to Solicit Bids for Water Meters**

**J. Request Authorization to Solicit Proposals for Union Street  
Pumping Station Design and Construction Management**

**K. Request Authorization to Advertise for GIS Technician**

**L. Request Authorization to Advertise for Water System Operator**

**M. Receive Bids for Lawn Mowing for 2014 and Award Contract**

**N. Approve Water Billing Practice Changes for FY-15**

**O. Assign Performance Reviews to Administrative Subcommittee**

**P. Approve Closure of Office at Noon on 12/24/13 and Catered Luncheon**

## **8. REPORT FROM LEGAL COUNSEL**

## **9. EXECUTIVE SESSION 42-46-5 (a) (1), (2)**

**A. Personnel: 42-46-5 (a) (1) : Any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting**

**1) Accept Employee Resignation Letter**

**2) Employee Annual Review and Merit Pay Approval**

**B. Ligation: 42-46-5 (a) (2)**

**1) Newport Water Department – PUC Docket #4243, Report and Order for Miscellaneous Petition For Relief – Un-Restrict Portion of Salary Increase Account**

**2) Newport Water Department – Contract Negotiations**

**3) Datamatic, LTD**

**C. Vote Regarding Disclosure of Votes and Disposition of Minutes**

**D. Adjourn Executive Session**

## **10. RETURN TO OPEN SESSION**

**A. Disclosure of Executive Session Votes and Disposition of**

## **Minutes**

### **11. ADJOURNMENT**

**Posted – 12/13/13**

**Individuals requesting interpreter services for the hearing impaired must call 683-2090 - Portsmouth Water & Fire District or 683-0300 - Portsmouth Police TDD forty-eight hours in advance of the meeting date.**